

SUMMARY SHEET

I. Description of Item

This amendment with Casto Information Systems, Inc. (CIMS) is to provide annual licenses, maintenance and support of hardware and software that support the County's document management system.

This system, which is used by various departments of County Government was purchased to minimize paper and widen distribution of data, while reducing overall cost.

The departments currently using this system: The Board of Commissioners, Human Resources, Information Technology, Mayor's Office, General Sessions Court, Various Clerk's Offices, Archives and Public Records, County Clerk for Business Taxes, the Public Defender's Office and various other offices throughout Shelby County.

Over the years due to ongoing deployment of new licenses for Liquid Office and scanners in various departments, the maintenance has increased significantly. This year cost of maintenance and support has been reduced through new maintenance options on new scanners.

II. Source and Amount of Funding

A. Amount Expended/Budget Line Item

\$170,537.80 from Account No. 010-201804-6465, Software – Acquisitions & Licenses

B. All Costs (Direct/Indirect):

Same as above

C. Additional or Subsequent Obligations or Expenses of Shelby County:

None

III. Contract Items

A. Type of Contract: **Maintenance and Support**

B. Term: **July 1, 2009 through June 30, 2010**

IV. Additional Information Relevant to Approval of this Item

EOC-V-0909-13463

NOTE: This amount reflects a decrease of \$10,549.40 over last fiscal year maintenance.

Item # _____

Prepared by Phyllis Shrader

Commissioner _____

Approved by Lisa Kelly
County Attorney

A RESOLUTION APPROVING AN AMENDMENT IN THE AMOUNT OF \$170,537.80 WITH CASTO INFORMATION MANAGEMENT SYSTEMS, INC (CIMS), FOR MAINTENANCE AND SUPPORT OF HARDWARE AND SOFTWARE FOR THE COUNTY'S DOCUMENT MANAGEMENT SYSTEM AND THIS ITEM REQUIRES EXPENDITURE OF COUNTY GENERAL FUNDS IN THE AMOUNT OF \$170,537.80 SPONSORED BY COMMISSIONER J.W. GIBSON II.

WHEREAS, Shelby County, Information Technology requires ongoing maintenance and support for the County's Document Management System; and

WHEREAS, The County issued RFP # 04-012-27, Document Management Preferred vendor on December 10, 2003 for which CIMS was selected; and

WHEREAS, The County and CIMS executed a contract for document management consulting services with a component to purchase software updates on October 8, 2004 for said services for the term beginning upon execution and continuing through June 30, 2005 with the option to renew for five (5) additional one (1) year periods upon written mutual consent; and

WHEREAS, The County additionally has a contract with CIMS for maintenance of the Document management system dated February 3, 2003 for the term beginning upon execution through June 30, 2004 with three (3) one (1) year options to renew; and

WHEREAS, CIMS has been deemed a sole source provider for maintenance of this system by memo dated August 29, 2007; and

WHEREAS, Since the expiration of the third renewal term, the maintenance contract has been renewed using a Sole Source Letter approved by the Mayor to keep same running current with the related contract for professional services; and

WHEREAS, The fifth and final renewal period for the related Professional Services contract will used for FY 09-10 at which point, RFPs will be issued to solicit and select vendors for Maintenance, Professional Services, and Hardware for the next fiscal year; and

WHEREAS, The department is seeking renewal of the maintenance and support contract to keep it running current with the corresponding contract for document management consulting services with a component to purchase software updates; and

WHEREAS, Funds for the purchase of these services are available in the Information Technology Department FY2009-2010 Operations and Maintenance budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the Amendment with Casto Information Management Systems, Inc. (CIMS) in the amount of \$170,537.80 is hereby approved.

BE IT FURTHER RESOLVED, That the Mayor of Shelby County is hereby authorized to execute the Amendment between Shelby County Government and Casto Information Systems, Inc. (CIMS), an executed copy of which is to be placed on file in the Purchasing Department.

BE IT FURTHER RESOLVED, That funds in the amount of \$170,537.80 are hereby appropriated from FY2009-2010, Operations and Maintenance Budget, Account 010-201804-6465, Software – Acquisitions & Licenses, contingent upon adoption of said budget with sufficient funds allocated for this appropriation.

BE IT FURTHER RESOLVED, That the County Mayor and the Division Director of Administration and Finance are authorized to issue their warrant or warrants in an amount not to exceed \$170,537.80 to Casto Information Management Systems, Inc. (CIMS) for the purposes contained in this resolution and to take proper credit in their accounting therefor.

A C Wharton, Jr.
County Mayor

Date_____

ATTEST:

Clerk of County Commission

ADOPTED_____